



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 7220.12F
~~FED~~ CHB
6 Oct 92

AIR STATION ORDER 7220.12F w/ch 1 & ch 7

From: Commanding General
To: Distribution List

Subj: SUBMISSION OF SEPARATION AND/OR REENLISTMENT DOCUMENTS

Ref: (a) MCO ~~P7220.31H~~ P7220.31J
(b) MCO P1900.16D

1. Purpose. To direct policies and procedures for submitting separation and/or reenlistment documents for personnel assigned to Marine Corps Air Station, Cherry Point to the ~~Disbursing Office~~.
Finance
2. Cancellation. AirStaO 7220.12E.
3. Information. Correct and prompt submission of documents in accordance with the provisions of this Order will enhance the unit's morale and have a positive effect on the overall unit's mission being accomplished.
4. Background. ~~The Disbursing Office~~ Finance receives documents for separations, reenlistments, extensions of enlistments and retirements from the various commanding officers of Cherry Point based units. Because of the research involved in each instance, a certain amount of time is required to process these documents prior to the member's separation and/or reenlistment. Leave taken throughout the member's enlistment, lump sum leave paid, all prior reenlistment bonus payments, and numerous other pay items must be verified prior to final payment. In many instances, the submission of corrected unit diaries is necessary. In addition, for retiring members the Disbursing Officer is required to stop allotments previously granted by a member which are not to be paid out of retired pay.
5. Action. All documents required for discharge, reenlistments, retirement, or extension of enlistment will be submitted to the Finance Disbursing Office at least ten (10) working days prior to the effective date of action.

a. In the case of members who are reenlisting/extending a Selective Reenlistment Bonus (SRB), Precomputation Screen for reenlistment/extensions will be prepared and submitted in accordance with reference (a); Chapter I, Section 4. In the case of members who are being separated without immediate reentry a Separation/Travel Pay Certificate (NAVMC Form 11060), will be prepared and submitted in accordance with reference (a), Chapter 4, Section 4. Administrative procedures for officers who are retiring


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are outlined in Chapter 2 of reference (b). Administrative procedures for enlisted members who are retiring are outlined in Chapter 7 of reference (b).

b. All documents must be completely and accurately filled out when submitted. If a document contains erroneous information, it will be returned to the unit for correction and resubmission. By providing the ten (10) working days, members will receive prompt and accurate payment on their date of separation or reenlistment/extension of enlistment.

6. Summary of Revision. Paragraph five, subparagraphs (a) and (b), have been revised to list the procedures and documents required for discharge, reenlistments, retirement, or extensions of enlistment. It contains substantial changes and must be reviewed in its entirety.


W. E. BARTELS, JR.
Chief of Staff

DISTRIBUTION: A-2 plus HQHQRON (5)/STAOPENGRON (3)



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001


AirStaO 7220.12F Ch 1
CHB
18 Oct 94

AIR STATION ORDER 7220.12F Ch 1

From: Commanding General
To: Distribution List

Subj: SUBMISSION OF SEPARATION AND/OR REENLISTMENT DOCUMENTS

1. Purpose. To direct a pen change to the basic Order.
2. Action. Page 1, change Finance Office code to CHB vice FCD. Page 1 reference (a), change MCO P7220.31H to MCO P7220.31J. Delete Disbursing Office wherever it appears throughout the basic Order and replace it with Finance Office.
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


D. A. JONES
Chief of Staff

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UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 7220.12F Ch2
COMPT

03 MAY 2001

AIR STATION ORDER 7220.12F CH 2

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: SUBMISSION OF SEPARATION AND/OR REENLISTMENT DOCUMENTS

1. Purpose. To direct a pen change to the basic Order.
2. Action
 - a. Page 1, change Ref (a) to read "MCO P7220.31R".
 - b. Throughout the entire Order change "Disbursing Office" to read "Finance Office".
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

A handwritten signature in cursive script, appearing to read "J D Riemer".

J. D. RIEMER
Chief of Staff

DISTRIBUTION: A